



RECORDS RETENTION AND DISPOSITION SCHEDULE

Legislative Services Agency

Agency: Legislative Services Agency		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2000-64	FISCAL IMPACT STATEMENTS This file contains a fiscal impact statement for each bill introduced in the General Assembly. The file includes a fiscal impact statement for each version of each introduced bill. Current records exist in electronic form (PDF) only.	TRANSFER electronic records to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles one (1) year after the end of the legislative session.
2	2015-26	HOUSE BILLS Introduced bills from the Indiana House of Representatives.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention after the close of each legislative session.
3	2015-27	SENATE BILLS Introduced bills from the Indiana Senate.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention after the close of each legislative session.
4	83-324	DAILY ACTIONS OF THE GENERAL ASSEMBLY This is an up -to- date action file on each piece of legislation as it proceeds through the legislative process. A typical file includes roll call votes on a particular bill, each chamber's actions, committee reports, various printings of the bill, digest of the bill, engrossed printing of the bill, etc. Daily actions also include in these bound bills, bill drafting support documents concerning the bill and legislator request files. Disclosure of these records may be subject to IC 5-14-3-4(b)(13) & (14).	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles one (1) year after the end of the legislative session.
5	86-431	INTERIM STUDY COMMITTEE'S FILE The file typically consists of minutes, significant legal memoranda, reference materials, status reports and final reports. Committee reports from the late 1950s to the early 1970s may not be complete. Current records exist in electronic form (PDF) only.	TRANSFER electronic records to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles one (1) year after the end of the regular legislative session.
6	80-823	PROPOSED RULES FROM STATE AGENCIES This is the text of electronically-submitted rules that were never formally adopted but were published in the daily Indiana Register. Rules not approved by the Governor one (1) year after such publication are void pursuant to IC 4-22-2-25.	ELECTRONICALLY DELETE non-approved (proposed) rules one (1) year after the rule is published in the Indiana Register.
7	80-826	INDIANA ADMINISTRATIVE CODE FINAL ADOPTED RULES Original files may be fully electronic, or contain mixed paper and electronic documents. Files include final adopted rule and signature page, and may also include a re-adopted, as-corrected or emergency rule, plus matters incorporated by reference, public comments, publisher-s affidavit and other supporting documents.	MICROFILM any hard copy records according to 60 IAC 2; DESTROY hard copies after verification of microfilm for completeness and legibility. TRANSFER original negative as well as any electronic records to the INDIANA ARCHIVES for permanent archival retention.
8	89-64	PRELIMINARY DRAFT AND FINAL DRAFT FILES These contain the preliminary and final drafts of bills before introduction into a legislative session. Disclosure of these records may be subject to IC 5-14-3-4(b)(13) & (14), (2004 Edition to 2010 Indiana General Assembly)	MICROFILM according to 60 IAC 2 at the end of each legislative session. DESTROY hard copies after verification of microfilm for completeness and legibility. TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention.